

# MERIT—The Quick Steps Guide

*Six easy steps to create and maintain your professional record in MERIT*

*The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State Department of Early Learning*



[www.del.wa.gov/requirements/professional/](http://www.del.wa.gov/requirements/professional/)

# Step 1: Visit the MERIT homepage at [merit.del.wa.gov](http://merit.del.wa.gov)

The screenshot shows the MERIT homepage. At the top, there is a navigation bar with 'DEL Apps', 'Help', 'Feedback', and 'Sign in'. Below this is the MERIT logo and a search bar. The main content area is divided into two columns. The left column contains a welcome message, a description of MERIT, and a list of uses. The right column contains a list of links under 'I need to:', 'User Manuals:', 'Resources:', and 'News & Information:'. At the bottom, there is a footer with contact information and a list of links. Annotations A through E are placed on the page: A is at the bottom left, B is at the top left, C is at the top right, D is at the bottom right, and E is at the bottom right.

**DEL Apps** | **Help** | **Feedback** | **Sign in**

# MERIT

**B** **C**

[Home](#) [Sign in](#) [News](#) [Search MERIT](#)

**Welcome to MERIT – Washington’s Managed Education and Registry Information Tool**

MERIT is an online tool used to document and recognize the professional achievements of early care & education and school-age professionals in the State of Washington. This online tool is owned and operated by the Department of Early Learning (DEL) and manages State Training and Registry System (STARS) training in accordance with Washington Administrative Code (WAC).

You can use this online tool to:

- Search for state-approved trainings, trainers and training organizations.
- Create and maintain a professional record with state-verified data that will guide you along a career pathway.
- Become a state-approved trainer to provide accessible, high-quality educational opportunities for those who work with children and families.
- Build a profile for your child care facility and use MERIT as an online management tool.

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## MERIT – El Sistema del Estado de Washington para Manejar la Educación y el Registro de Información

MERIT es la base de datos en línea para manejar y reconocer los logros de los profesionales del aprendizaje temprano y del edad escolar. MERIT es proporcionado del Departamento de Aprendizaje Temprano (DEL) y ayuda a administrar el entrenamiento del Sistema de Registro y Entrenamiento del Estado de Washington (STARS) de acuerdo con el Washington Administrative Code (WAC).

Puede usar este instrumento en línea para:

- Buscar los entrenamientos, entrenadores y organizaciones del entrenamiento, los cuales son aprobados del estado.
- Crear y mantener un record profesional con información confirmada por el estado para guiarle en su carrera.
- Ser un entrenador aprobado del estado para proveerlos de oportunidades educativas y de entrenamiento accesible y de calidad superior a los profesionales que trabajan con niños y familias.
- Crear un record para su instalación de cuidado de niños y usar MERIT para manejarla.

**I need to:**

- [Find my STARS ID](#)
- [Sign In](#)
- [Find a training](#)
- [Find a trainer](#)
- [Find a training organization](#)

**User Manuals:**

- [MERIT - The Quick Steps Guide](#)
- [Trainers and Training Organizations](#)
- [Early Care & Education and School-age Professionals \(ECE/SA\)](#)

**Resources:**

- [MERIT One-pager for Professionals](#)

**News & Information:**

- [MERIT Trainer Changes Are Coming - 10/21/2011](#)

**E**

Contact MERIT Support Services or call toll free: 1.866.482.4325 and choose option 8

[About DEL](#) • [FAQ \(Professionals\)](#) • [FAQ \(Trainers\)](#) • [MERIT Forms](#) • [Privacy Policy](#)

**A** **D**

Use the following links to:

A. Contact MERIT support services.

B. Read about the latest MERIT news and

C. Search for state-approved trainings, trainers or training organizations.

D. Read frequently asked questions about MERIT.

E. Find application forms.


## Step 2: Finding your STARS ID

# MERIT

Managed Education and Registry Information Tool

[Home](#)[Sign in](#)[Search MERIT](#)

[Find Training](#)[Find Trainers](#)[Find Training Organizations](#)



MERIT » [Search MERIT](#) » Find ECE/SA

Find Early Care & Education and School-age Professionals (ECE/SA)

▼ Hide Search Options

Next steps:

A. If you find your STARS ID, you may log in from this screen.

- Your username will always be your STARS ID **OR** the primary email address used in your MERIT record.
- If you have forgotten your password, click [here](#) to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from [merit@del.wa.gov](mailto:merit@del.wa.gov)
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please [Contact MERIT Support Services](#) to request an email update and to have your password reset.

B. If you think you have a STARS ID but were unable to find it using the ECE/SA search, [Contact MERIT Support Services](#) or call toll-free: 1.866.482.4325 and select option 8 to request help. **Emailing is quicker**; please consider using this option first.

C. If you have never been assigned a STARS ID you may click the grey button on the right-hand side of this screen, "MERIT Registration" to register in MERIT. Once you are logged in, go to the **Applications** tab and click **Apply for STARS ID**.

For the best search results, enter one of the following:

1. First name and birth date
2. Last name and birth date,
3. Last name only, OR
4. First name only.

If you do not find your account information on the first search, please try another search method listed above.

First Name:

Last Name:

Middle Name:

Birth Date:

mm/dd/yyyy

City:

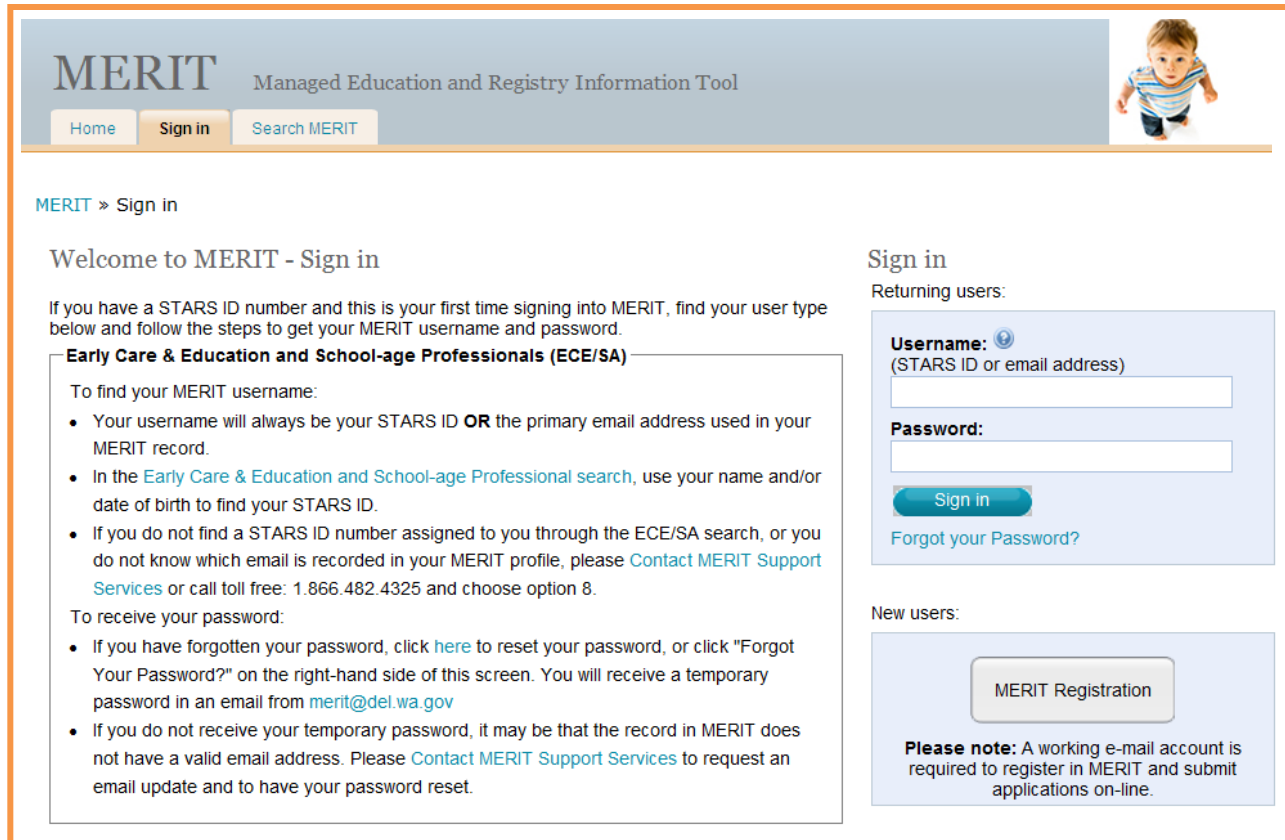
Zip Code:

Search

*Use the Early Care & Education and School-age Professionals Search to find your STARS ID.*

*Follow the search tips for best results.*

## Step 3: Signing in to MERIT



The screenshot shows the MERIT (Managed Education and Registry Information Tool) login page. At the top, there is a header with the MERIT logo and the text 'Managed Education and Registry Information Tool'. Below the header are three buttons: 'Home', 'Sign in', and 'Search MERIT'. To the right of the header is a small image of a child. The main content area is titled 'Welcome to MERIT - Sign in'. It contains a paragraph explaining that users need a STARS ID number and their first-time login steps. Below this, there is a section for 'Early Care & Education and School-age Professionals (ECE/SA)' with instructions on how to find their MERIT username. To the right of the instructions is a 'Sign in' form for returning users, which includes fields for 'Username' (STARS ID or email address) and 'Password', a 'Sign in' button, and a 'Forgot your Password?' link. Below the sign-in form is a section for 'New users' with a 'MERIT Registration' button and a 'Please note' message stating that a working e-mail account is required to register in MERIT and submit applications on-line.

**MERIT** Managed Education and Registry Information Tool

[Home](#) [Sign in](#) [Search MERIT](#)

[MERIT](#) » Sign in

Welcome to MERIT - Sign in

If you have a STARS ID number and this is your first time signing into MERIT, find your user type below and follow the steps to get your MERIT username and password.

**Early Care & Education and School-age Professionals (ECE/SA)**

To find your MERIT username:


- Your username will always be your STARS ID **OR** the primary email address used in your MERIT record.
- In the [Early Care & Education and School-age Professional search](#), use your name and/or date of birth to find your STARS ID.
- If you do not find a STARS ID number assigned to you through the ECE/SA search, or you do not know which email is recorded in your MERIT profile, please [Contact MERIT Support Services](#) or call toll free: 1.866.482.4325 and choose option 8.

To receive your password:

- If you have forgotten your password, click [here](#) to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from [merit@del.wa.gov](mailto:merit@del.wa.gov)
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please [Contact MERIT Support Services](#) to request an email update and to have your password reset.

**Sign in**

Returning users:

**Username:**   
(STARS ID or email address)

**Password:**

[Sign in](#)

[Forgot your Password?](#)

**New users:**

[MERIT Registration](#)

**Please note:** A working e-mail account is required to register in MERIT and submit applications on-line.

To find your username and password:

A. **Username:** Your username will always be either your STARS ID or the primary e-mail address recorded in your MERIT record.


B. **Password:** If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.

# Step 4: Creating Your Professional Record in MERIT

**MERIT**

Managed Education and Registry Information Tool

[Home](#) [Sign in](#) [Search MERIT](#)



[MERIT](#) » [Sign in](#)

## Welcome to MERIT - Sign in

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- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please [Contact MERIT Support Services](#) to request an email update and to have your password reset.

## Sign in

Returning users:

**Username:**   
(STARS ID or email address)

**Password:**

[Sign in](#)

[Forgot your Password?](#)

New users:

[MERIT Registration](#)

**Please note:** A working e-mail account is required to register in MERIT and submit applications on-line.

To create your professional record, first click on the **MERIT Registration** button.

## Step 4: Creating Your Professional Record in MERIT (continued)

# MERIT

Managed Education and Registry Information Tool

[Home](#)[Sign in](#)[Search MERIT](#)

### Sign Up

**Important Instructions:** Please do not apply register or apply for a new STARS ID number if you have had one in the past. Please return to the [Early Care & Education and School-age Professional search](#) to make sure a record does not already exist for you.

To create a new account:

- 1) Enter the required information identified with an asterisk (\*) and click Save to submit your registration.
- 2) You will be required to validate your email address to sign in to your record for the first time. A validation link will be sent to your email. Simply click on this link to validate your email. In the future, you will use your username and the password created to sign in.

#### MERIT Registration

\* First Name:

Middle Name:

\* Last Name:

\* Birth Date:

 mm/dd/yyyy

\* Primary Email:

(this will be the Username you use to login)

Additional Email:

\* Password:

Password must meet the following criteria:

- ✗ At least 8 characters long
- ✗ At least one upper case letter
- ✗ At least one lower case letter
- ✗ At least one numeric digit
- ✗ At least one special character among \*\$+?\_&=!%{}./@/#
- ✗ Password and confirmation must match

\* Confirm Password:

\* Password Hint:

\* Password Hint Answer:

[Cancel](#)[Save](#)

Next, complete the required fields with your basic information and create a password.

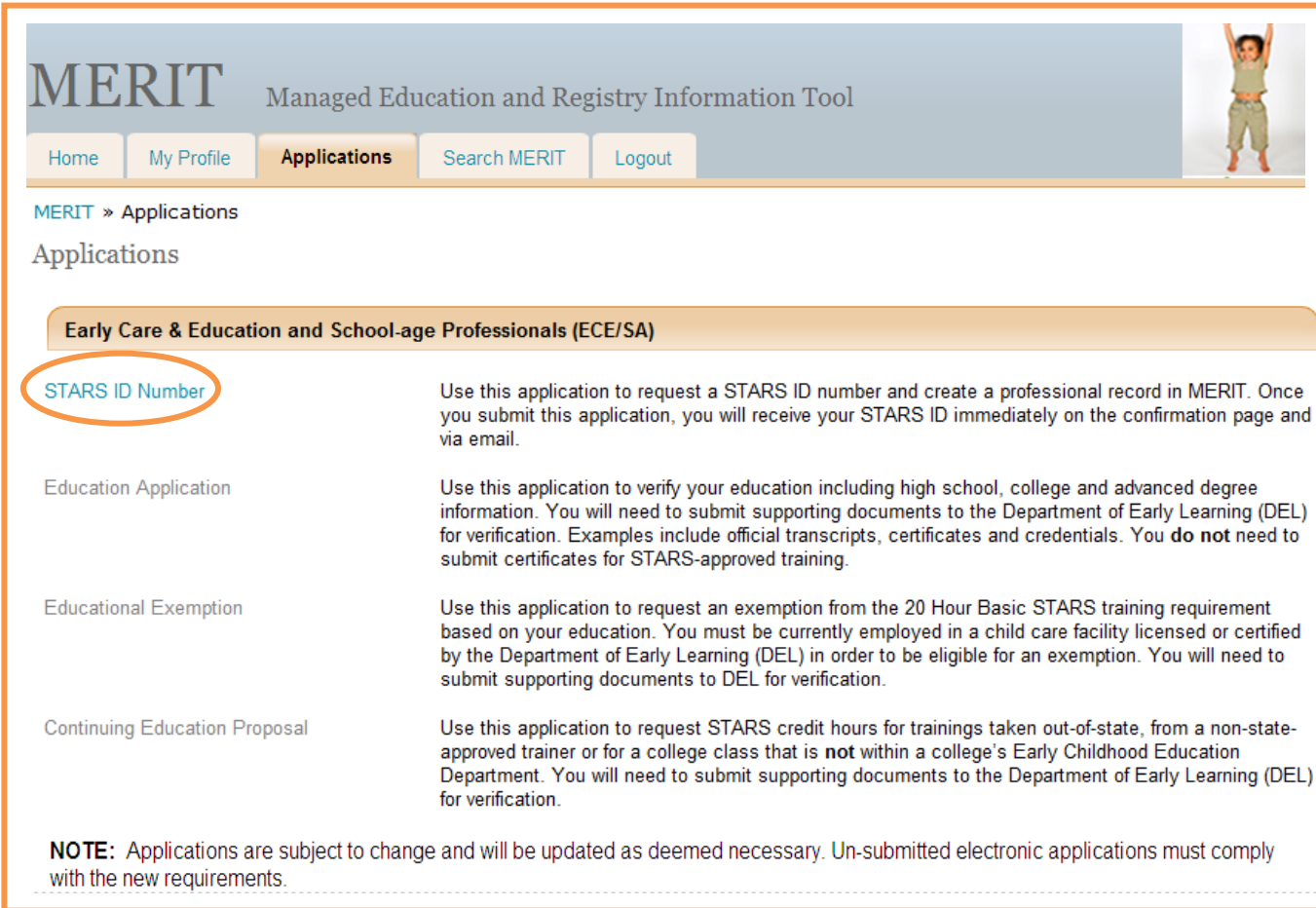
Once you submit your registration, you will be asked to check your email for a verification link.

Simply click this link and your record will be activated.

The next time you visit the MERIT website, you can sign in to your record.

Your username will be your email address the first time you sign in, and your password will be the one created during registration.

## Step 4: Creating Your Professional Record in MERIT (continued)



**MERIT** Managed Education and Registry Information Tool

Home My Profile **Applications** Search MERIT Logout

MERIT » Applications

Applications

Early Care & Education and School-age Professionals (ECE/SA)

**STARS ID Number** Use this application to request a STARS ID number and create a professional record in MERIT. Once you submit this application, you will receive your STARS ID immediately on the confirmation page and via email.

Education Application Use this application to verify your education including high school, college and advanced degree information. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification. Examples include official transcripts, certificates and credentials. You **do not** need to submit certificates for STARS-approved training.

Educational Exemption Use this application to request an exemption from the 20 Hour Basic STARS training requirement based on your education. You must be currently employed in a child care facility licensed or certified by the Department of Early Learning (DEL) in order to be eligible for an exemption. You will need to submit supporting documents to DEL for verification.

Continuing Education Proposal Use this application to request STARS credit hours for trainings taken out-of-state, from a non-state-approved trainer or for a college class that is **not** within a college's Early Childhood Education Department. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification.

**NOTE:** Applications are subject to change and will be updated as deemed necessary. Un-submitted electronic applications must comply with the new requirements.

Finally, from the **Applications** tab click the application titled **STARS ID Number**.

Follow the application steps and submit your application to receive your STARS ID immediately.




# Step 5: Updating Your Professional Record in MERIT




## MERIT

Managed Education and Registry Information Tool

[Home](#)[My Profile](#)[Applications](#)[Search MERIT](#)[Logout](#)

[Account Information](#)[Change Password](#)[Change Password Hint](#)



 Print ☒ Include all training ☐ Include only training year selected from below  Cancel  Save

### Personal Information

Current names should always be listed in the 'Personal Information' section.

\* First Name:

\* Gender: ☒ Female ☐ Male

Middle Name:

Race:

\* Last Name:

Ethnicity:

\* Birth Date:  mm/dd/yyyy

\* Username:

\* Primary Language:

Secondary Language:

ELP/CYDP STARS ID: 4009510653

### Former Name Information

Use this feature to list prior names. Listing a former name here allows you, trainers and DEL to search for you using this name.

[+ Click here to add Former Name](#)

First Name	Middle Name	Last Name	Delete	Edit
No Records Found				

### Contact Information

Contact and mailing information is viewable by DEL staff only.

\* Primary E-mail:

Additional E-mail:

\* Contact Phone:  (555)555-5555 ext.1234

Cell Phone:  (555)555-5555

### Mailing Address

\* Address 1:

Address 2:  Apt, floor, suite, etc.

\* City:

\* State:

\* ZIP Code:  12345-6789

\* County:

\* Country:

*You can update your personal details, former names and contact information.*

*Keeping your e-mail and mailing address current will ensure that you receive any assistance you may need and important news and updates from MERIT.*



## Step 5: Updating Your Professional Record in MERIT (continued)

A

### Education Information

Education Information is verified by DEL MERIT staff before it becomes part of your permanent profile. If you want to add education information to your profile, please use the Education Application under the Applications tab.

School Name	Degree Type	Major	Minor	Year Received	Credits Earned	Verification Status
No Records Found						

Issuer Name	Certificate Type	Date Received	Expiration Date	Verification Status
No Records Found				

B

### Health & Safety Information

Health & Safety Information information entered here is part of your permanent profile but is not verified by DEL MERIT staff. You must provide your employer proof of this training.

[+ Click here to add Health & Safety Information](#)

Training Type	Completed Date	Expiration Date	Delete	Edit
No Records Found				

C

### Employment History

Enter current employment if you work in a licensed care center, family home or school-age facility or you work for a family and get payment from the state (license exempt provider). You will need to select a start date for your employment that occurs on or after the facility's license start date.

[+ Click here to add Employment](#)

Type	SSPS Provider #	Provider ID	Provider Name	License Status	Facility Type	Job Title	Date	Edit
No Records Found								

D

### Basic Education (20 Hours) Status

Basic Education (20 Hours) Status: None

### Continuing Education (10-hour annual training)

Training Year: No records found

No Records Found	
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Annual Hours:

[Cancel](#) [Save](#)

A. For updates to educational history, go to the **Applications** tab and select **Education Application**.

B. Health and safety information will be entered and verified by your employer.

C. You can enter current employment information, which will be verified by your employer.


D. Your training history will be updated by the state-approved trainer from whom you take training. Be sure to give the trainer your STARS ID.

## Step 6: Submitting an Application in MERIT

# MERIT

Managed Education and Registry Information Tool

[Home](#)[My Profile](#)[Applications](#)[Search MERIT](#)[Logout](#)



MERIT » Applications

### Applications

Early Care & Education and School-age Professionals (ECE/SA)

STARS ID Number	You have already submitted an STARS ID Request. <a href="#">View Submitted STARS ID Request</a>
<a href="#">Education Application</a>	Use this application to verify your education including high school, college and advanced degree information. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification. Examples include official transcripts, certificates and credentials. You <b>do not</b> need to submit certificates for STARS-approved training.
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**NOTE:** Applications are subject to change and will be updated as deemed necessary. Un-submitted electronic applications must comply with the new requirements.

Once you sign in to your MERIT account, visit the **Applications** tab.

You can submit an application online and mail supporting documents to have your information verified and become a permanent part of your professional record in MERIT.